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| **Job Title** Membership Sales Executive **Location:** York (or any other location utilised by the WNYCC)  **Reports to:** Membership Manager | |
| **Salary:** | **Hours:** 35 hours per week (although will need flexibility to work out of office hours) |
| **Benefits: 25 days holiday plus stat.**  **Contrib Pension**  **Childcare Vouchers  Lieu System  Subsidised Staff Parking** | **Contract:** Permanent Full time  **Supervisory Responsibilities:** None |

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| **Main Function of Job:**  (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required)  Working as part of the membership team for the West & North Yorkshire Chamber of Commerce. The main purpose of the role is to proactively increase membership through the recruitment of new members. You will be responsible for planning and developing sales within the area via telephone calls, virtual/online and face to face appointments, planning your time efficiently and working towards agreed targets. You will be responsible for promoting the Chambers services to potential members based on a thorough understanding of their needs. |
| **Key Tasks:**   * To proactively promote membership of the West & North Yorkshire Chamber of Commerce to business of all sizes within the West & North Yorkshire region. * To develop prospects through utilising local market research reports, business magazines, journals, and newspapers; cold calling, encouraging generation of leads from associates and work colleagues, partner organisations and other external sources, building market intelligence * Attendance at Chamber events as and when required, including breakfast, lunch and evening events. * To work closely with the membership services, marketing, and events teams to arrange a series of campaigns and events aimed at attracting new members. * Provide excellent co-ordination, customer care and communication skills. * To track business and stakeholder engagement and keep databases/data updated in an accurate and timely manner, before passing to business engagment function. * Always comply with the General Data Protection Regulation (GDPR) and other policies of the WNYCC. * Ensure compliance with business legislation and promote business best practice. * Other duties as required by the Line Manager or Senior Management. * Additional ad-hoc duties associated with membership and allocated by the management to meet the needs of WNYCC. |

**Person Specification**

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| **Attribute** | **Essential** | **Desirable** |
| **Educational**  **Qualifications** | GCSE’s Level 4 or above including English and Maths | IT qualification Educated to degree level or equivalent. |
| **Experience** | Proven B2B sales experience and a strong track record of individual achievement against sales targets  Excellent general management and business knowledge  Previous experience of working in a targeted environment  Experience of generating revenue through third parties and customer focused incentives  Understanding of local business support  Understanding of barriers facing SME’s in early stages of growth  Understanding the major functions involved in running a business from sole traders through to large PLC’s | Knowledge of business information sources and funding  Running own business or held a suitably senior position within a business  Understanding of employee statutory entitlements |
| **Communication skills** | Excellent organisational and communication skills  Good time management skills  Experience of making presentations to groups |  |
| **Practical & Intellectual skills** | Willingness to undertake any training which may be required  Excellent computer skills,  Use of word, excel, outlook and PowerPoint  Knowledge and experience of effective marketing and PR activities | Client Management Systems |
| **Disposition & Attitude** | Target focused and able to close business  Ability to create confidence and trust in clients  Motivated by achieving individual and team targets  Good standard of personal presentation  Must be hardworking  Must be flexible and able to work occasionally outside normal hours |  |
| **Special Knowledge** | Good geographical knowledge of the North Yorkshire area |  |
| **Physical or sensory** | Driver, car owner |  |